BRIEFING NO1 13th June 2016

Why is a review taking place?

Last year, the Scottish Government asked NHS Boards to consider the roles and responsibilities of staff on Pay Band 1 of the Agenda for Change system. This is part of an initiative around the low pay agenda within NHS Scotland.

In March 2016 the Scottish Government issued a Circular describing the process for NHS Boards follow to complete the Band 1 review. This work has now begun in NHSGGC and is overseen by the NHSGGC Area Partnership Forum. NHSGGC are working towards completing the Band 1 review by October 2016.

Review sub-group now set up

The Area Partnership Forum set up a partnership sub-group to oversee the work required during the review. The group includes representatives from staff-side organisations, operational management teams as well as Human Resources and Organisational Development.

Group members include:

- Graham Capstick, APF Secretariat, Unison
- Linda Delgado, Unite
- Mary Finn, GMB
- George Graham, Assistant Laundry Manager
- Pat Breslin, Porter Supervisor
- Sybil Canavan, Acting Depute Director of HR&OD
- Stephen Wallace, Head of People & Change, Facilities
- Justine Murray, Project Manager
- Paul Watt, Job Evaluation Lead

Work programme

A number of tasks are already underway as part of the review. The main activities are:

- To identify all staff employed in Band 1 roles within NHSGGC.
- To review job descriptions for all Band 1 roles and expand these to meet Agenda for Change profiles for similar roles in Band 2, where this is possible.
- To identify any roles that cannot be expanded and will remain at Band 1.
How many NHSGGC Staff are covered by the review?

Our current estimate is that around 300 staff across a variety of roles will be involved in the review. The majority of staff covered by the review work in our Facilities functions.

Staff engagement and discussions

Individual discussions with all staff in Band 1 roles will take place after revised job descriptions have been identified and evaluated. At these discussions, staff will be asked what they would wish to do (see below for an explanation of the possible outcomes), depending on their particular circumstances.

There are 4 potential outcomes arising from the individual discussions. These are:

<table>
<thead>
<tr>
<th>Expanded role is evaluated at Band 2</th>
<th>1. The member of staff wants to move to a Band 2 role.</th>
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<tbody>
<tr>
<td>2. The member of staff wants to remain at Band 1.</td>
<td></td>
</tr>
<tr>
<td>Role is evaluated at Band 1</td>
<td>3. The member of staff wants to move to a Band 2 role.</td>
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<tr>
<td>4. The member of staff wants to remain in a Band 1 role</td>
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</tbody>
</table>

More information & contacts for enquiries

As the work on the Band 1 review progresses, information will be made available through a number of local sources. These will include:

- team meetings
- one to one meetings
- briefing notes (like this one)
- Frequently asked questions (FAQs) – see STAC section on page 3

You will be kept informed throughout the review. To do this, we will upload information on the Pay and Conditions section of our new [HR Connect](#) web pages as it becomes available.

We know that some of our staff might not have access to a computer. Staff who would like a copy of this briefing note should speak to their line manager to arrange this or access to a computer if this is preferred.
The full NHS Circular: Band 1 Review PCS (AFC) 2016/3 is available here.

The Scottish Terms and Conditions Committee (STAC)

STAC has issued a set of Frequently Asked Questions (FAQS) for use by Boards across NHS Scotland to provide more detailed information and guidance on the Band 1 Review. This information is available on the STAC website and locally on HRConnect Band 1 review pages in the Pay and Conditions section.

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If you have any questions or concerns please speak to your line manager or contact:

Justine Murray, Human Resources and Organisational Development
  • email: Justine.Murray@ggc.scot.nhs.uk
  • telephone 0141 278 2551

Nicola MacDonald, Human Resources and Organisational Development
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  • telephone: 0141 278 2517